

Long Beach Company Seeks Receptionist

Qualifications:

- Able to type at least 40 wpm
- Must know MS Word (Excel a plus)
- Good customer service skills
- Bilingual a plus

General Information:

- \$8.50/hr.

Contact:

- Apply online at VOS. [Click here to be connected to VOS.](#)
- [Click here for details on VOS Assessment & Resume Builder/Assistance.](#)

For more information visit the Career Transition Center

3447 Atlantic Ave.
Long Beach, CA 90807
(Major Cross Streets: Atlantic/Wardlow)



Career Transition Center • Youth Opportunity Center
Department of Community Development
City of Long Beach
(562)570-3700 • (800)292-7200
www.longbeachworkforce.org